

**State of California  
DUTY STATEMENT**

**Department of State Hospitals**

MSH3002 (Rev. 6/28/19)

*Box reserved for Personnel Section*

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> Department of State Hospital - Metropolitan		
<b>Position No / Agency-Unit-Class-Serial</b> 487-		<b>Unit</b>		
<b>Class Title</b> Nursing Coordinator- Registered Nurse (Forensic Facility)		<b>Location</b> CNS		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b>	<b>WORK WEEK GROUP</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.**

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under general supervision of the Nurse Administrator, coordinate nursing care activities, assist with quality improvements and performance improvement of nursing services with particular emphasis on nursing care activities; evaluates delivery of nursing care and does other work as required.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
35%	<u>Nursing Services Administration</u> <ul style="list-style-type: none"> <li>Ensures maintenance of quality nursing standards</li> <li>Ensures Nursing services Adherence with Title 22, Centers for Medicare &amp; Medicaid, and The Joint Commission Standards</li> <li>Assist in the development of nursing policies, procedures, and protocols</li> <li>Participates in hospital wide meetings and serves on assigned committees/workgroups</li> <li>Collaborates and interface with other facility departments and disciplines, labor organizations and the public.</li> <li>In conjunction with the Nursing Executive Committee, determines priorities for nursing quality improvement and performance improvements.</li> <li>Monitors a representative sample of nursing processes across all programs in collaboration with Program NCs</li> <li>Prepare reports for presentation; participates in research projects concerning nursing scope of practice</li> <li>Provide after-hours/on call coverage</li> </ul>
30%	<u>Personnel Management and Supervision</u> <ul style="list-style-type: none"> <li>Coordination of training of nursing staff. Ensures clinical competency of nursing staff through clinical training and evaluations.</li> <li>In collaboration with nursing management team, participate in interviews and recommends the hiring of nursing personnel.</li> <li>Oversight of scheduling, vacations, overtime of nursing staff</li> </ul>

- Monitor scheduling of annual mandatory classes for nursing personnel
- Ensures timely completion of annual evaluations/IDPs, and probationary evaluations of assigned nursing staff
- Monitor utilization of nursing resources and collaborates with other Nursing Coordinators in assessing utilization needs and trends
- Ensures that the delivery of treatment by nursing staff meets the professional practice acts and regulatory standards
- Ensures adequate nursing personnel resources are assigned to meet the nursing care needs of patients and report concerns to the Program Directors and Nurse Administrator
- Evaluate performance of Unit Supervisor/SRN and completes annual evaluations

#### Organizational Management

- Assist the Nurse Administrator in representing nursing administration during Joint Labor and Management meetings
- Ensures competency of nursing staff by identifying educational needs of nursing staff and recommends training
- Oversees collection of accurate data on daily staffing and other activities. Prepares aggregate reports on staffing patterns and trends as needed for hospital administration, DSH and regulatory agencies.
- Develops and monitors a system for patients with high risk medical and psychiatric conditions, reports findings to the Nurse Administrator
- Assess care needs of patients, identifies nursing care needs, oversees delivery care models and evaluates effectiveness of delivery of nursing care.
- Maintain environmental standards
- Member of hospital Nursing Executive Committee
- Provides liaison with Nursing Coordinators in the programs

#### MARGINAL FUNCTIONS

5%

All other duties and special projects as assigned consistent with this classification.

Other Information	<p><b>SUPERVISION RECEIVED</b> Supervision by the Nurse Administrator/Coordinator of Nursing Services</p> <p><b>SUPERVISION EXERCISED</b> The Nursing Coordinator directly supervises Unit Supervisors/ Supervising Registered Nurses/Nursing staff</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>KNOWLEDGE OF:</b> Professional nursing standards of care and practice; Total quality management/Continuous Quality Improvements principles, methods and tools; The principles and practice of personnel management and effective supervision in planning, organizing and directing technical nursing services staff of a treatment program; professional nursing principles and techniques; principles of specialized treatment and training techniques as they relate to clients/patients; treatment program organization in state hospitals; medicine and narcotics; the department's Equal Employment Opportunity (EEO) objectives; a supervisor's role in the EEO program and the process available to meet EEO objectives.</p> <p><b>ABILITY TO:</b> Plan and direct the work of nursing services staff in a treatment program; develop nursing performance improvement and treatment plans in order to reach measurable objectives; assess, plan and implement staff training to meet client/patient objectives; work effectively with multidisciplinary clinical staff; represent the Coordinator of Nursing Services/Nurse Administrator in discussions of all aspects of nursing services; communicate effectively; effectively contribute to the Department's EEO objectives.</p> <p><b><u>REQUIRED COMPETENCIES</u></b></p> <p><b>PHYSICAL</b> The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p><b>SAFETY</b> Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p><b>CULTURAL AWARENESS</b> Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p><b>CPR</b> Maintains current certification.</p> <p><b>SITE SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Knowledgeable of work tools and equipment in area</li> <li>• Nursing care delivery and evaluation competency</li> </ul> <p><b>TECHNICAL PROFICIENCY (SITE SPECIFIC)</b></p> <ul style="list-style-type: none"> <li>• Provide supervisory consultation//direction in disciplinary matters</li> </ul> <p><b>LICENSE OR CERTIFICATION - not applicable</b></p>
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It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employee in this classification must:

- Possess and maintain a valid license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

